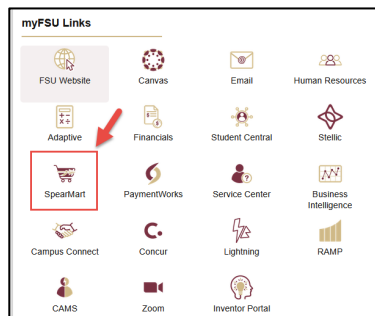
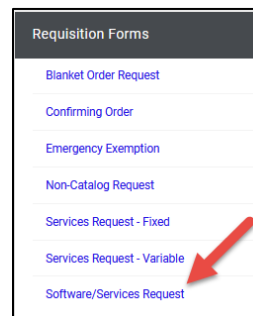
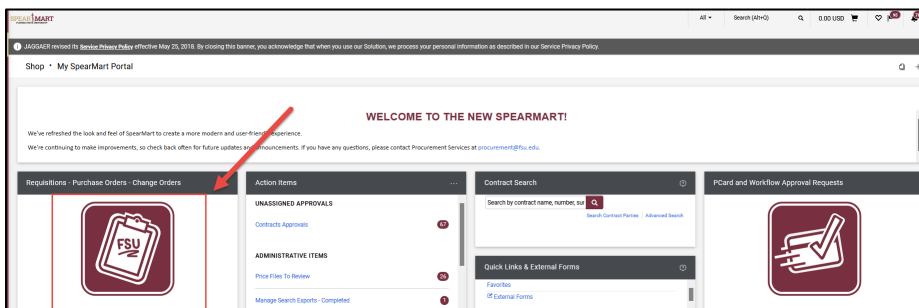


Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



Shoppers may need to enter an order for another supplier that is not included among the Catalog suppliers. To do this, you will use different forms. Scroll down on the page to find the list of Forms which are found to the left of the catalog icons.

On the landing page, click on the Requisitions – Purchase Orders – Change Orders icon, then click on the Software/Services Request



The form will open. First, you must select a supplier. You can start to enter the name of the supplier or click the "Supplier Search" link. For this example, the Supplier Search was clicked.

Form • Software/Services Request

Software
Use this form to request the procurement or renewal of software

FSU PROCUREMENT SERVICES

Supplier
If you do not know the supplier, choose "Supplier Not Known" as the supplier name.
If you know the supplier but they are not in the system, select "Supplier Not Available" as the supplier name and fill out the supplier information in the section to the right.

New Supplier (if applicable)
Fill out all fields in this section if you need to order from a new supplier that does not currently exist in the system.

Supplier Name
EIN or SSN
Supplier Address
Supplier Contact Name
Supplier Contact Email
Supplier Contact Phone

Existing Supplier
Enter Supplier *

Enter a supplier name in the field and click the magnifying glass.

Supplier Search

Page 1 of 1000 1-10 of 12026 Results 10 Per Page

All active addresses for the supplier will come up on the list. To select the address, click the “+” button for the appropriate address.

Supplier Search

astro

Clear All Filters

1-6 of 6 Results 10 Per Page

Name	
ASTRONAUT KIDS LLC ACH: 3962 BRIARIDGE CIR ATLANTA, Georgia 30340-5125 United States	+
Houston Astros LLC No Address	+
ASTRO TRAVEL AND TOURS INC MAIN: 4876 WOODLANE CIR TALLAHASSEE, Florida 32303-6808 United States	+
APPLIED SCIENCE AND TECHNOLOGY RESEARCH ACH: 6701 DEMOCRACY BLVD STE 300 BETHESDA, Maryland 20817-7500 United States	+

Once selected, the supplier address will populate in the form. Once selected, the supplier address will populate in the form. If you need to change the address, click “select a different fulfillment center”.

Existing Supplier

Supplier *

ASTRO TRAVEL AND TOURS INC

Fulfillment Address

MAIN 4876 WOODLANE CIR
TALLAHASSEE, Florida 32303-6808 United States

Supplier Phone

+1 850-514-1793

Distribution Method *

The system will distribute purchase orders using the method(s) indicated below:
☐ Check this box to customize order distribution information.

Email (HTML Body)

info@astrotravel.com; jcallahan@astrotravel.com

Special Note: For SpearMart suppliers, the SpearMart address is the default address. When using the Software Request Form, you must click “select different fulfillment center” to change from that SpearMart address to the “Main” address. Orders will fail if the SpearMart address is used with a Software Request form.

Fill out all required fields marked with a *

GENERAL SECTION

PCard Purchase For PCard purchases, please fill out and submit the PCard Purchase form.

For non-PCard request, please provide a short narrative on this purchase, describing how this software/service will be used in your unit, if it will be used on a specific project or grant, and if it will replace a current manual or electronic business process in your unit.

1000 characters remaining expand clear

Was a contract executed in the Contracts module for this purchase?

☐ Yes
☐ No

If yes was selected, please enter the system-generated contract number (Fiscal Year Work Group-Number):
(Manual entry field)

Product/Service Description *

254 characters remaining expand clear

For renewals, please provide previous PO #

Quantity *

Unit of Measurement (Packaging)

EA - Each

Unit Price *

Commodity Code *

Search...

Is this a Sole Source? *

☐ Yes
☐ No

If Yes above, please complete the Sole Source Section Below

Enter the description as required for non PCard purchases.

Select “Yes” if a contract was entered into the Contracts Module for the purchase.

If “Yes” is selected, you will need to enter that system generated number.

If this is a renewal, please include the previous PO number.

Note: the Product/Service Description field should include complete product detail and part number. See below for example:

Product/Service Description ★	Adobe Express for teams - New License - 1 user MFG#: 65318570BC02B12-06
-------------------------------	--

This tells the supplier what item(s) are allowed on the purchase order and helps assist the payers to ensure items on invoices are appropriate so they can pay the invoice.

Click the magnifying glass to find the commodity code for software. Then click “Filter” to pull up all commodity codes that match that description. Click the + to select.

Commodity Code Search

Code starts with...

software

Filter

Clear All Filters

Commodity Code Search

Commodity Code Recommendations

No Commodity Code Recommendations

Code starts with... software

Filter

Clear All Filters

1-8 of 8 Results 20 Per Page

Code ↑	Description	
43230000	Software (741145)	+
4323000001	Software, OCO (760621)	+
43233500	Video Conference Software/WebEx (741145)	+
4323350001	Video Conference Software/WebEx (760621)	+
43233513	Cloud-based data access and sharing software (740745)	+
50111600	Electronic Software reference (741910)	+
80111608	Temp IT software developers (740251)	+
81112200	Software Maint/ support (740916)	+

1-8 of 8 Results 20 Per Page

Next, you will need to select whether or not the request is a sole source.

Is this a Sole Source? ★

☐ Yes
 ☐ No

If Yes above, please complete the Sole Source Section Below

If yes, is selected, you will need to fill out the Sole Source Section at the bottom of the form.

If no, proceed to the Software Checklist Section of the form as it pertains to your software purchase.

SOFTWARE CHECKLIST

Will the software/service require authentication (user name and password)?

☐ No – no authentication required
☐ Yes – but user names/passwords are provisioned by the administrator/user of the software/service
☐ Yes – it uses FSUID and password and this is already in place
☐ Yes – it will use FSUID and password, but my unit will need to work with ITS to implement this

Will the software/service (S/S) store information?

☐ No – no information will be stored by the S/S
☐ Yes – the information is already being automatically collected from other FSU systems
☐ Yes – the information will be manually entered by someone in my unit
☐ Yes – the S/S can automatically collect the information but my unit needs to work with ITS on this

Indicate the type of information to be stored in the software/service, as defined in the FSU Data Classification Examples | Information Technology Services.

☐ Not applicable, answered "No" to previous question
☐ Private
☐ Protected
☐ Public

Where will the information be stored (check one only)

☐ Not applicable, answered "No" to previous question
☐ On a system in my unit
☐ On a system outside of my unit but within the FSU network
☐ On the vendor's system or other system outside of the FSU network

Other than when initially paying the vendor for the software/service (one time or recurring), will credit cards or other financial transactions be processed in or by the software/service or vendor?

☐ Yes
☐ No

Once all the required and needed information is entered in the appropriate fields, scroll to the top of the page and make the appropriate selection. For a one-line requisition, click “Add and go to Cart”, then click “Go”. For this example, it will be a one-line cart.



Close
Add And Go To Cart


Note: If you have more than one line, you can click the arrow next to “Add and go to Cart” to get the other options and select, “Add to Cart and Return.” This will save the first line and then take you to the form to add additional line(s). When you are entering the last line, select “Add and go to Cart” as stated above to go to the next step.



The screenshot shows a dropdown menu with the following options:

- Add to Cart and Return
- Add to Cart
- Add to Draft Cart
- Add to PO Revision
- Add to new Cart
- Update Favorite

Once you have clicked “Go”, you will see the below screen. You can now either click “Assign Cart” to assign the cart to your department requester or “Proceed to Checkout” to add the accounting details to the requisition.

Shopping Cart • 166104789

...

Assign Cart

Proceed To Checkout

Simple

Advanced

...

Details

For more information on assigning or submitting carts, see the job aids titled, “**Assigning Your Shopping Cart**” or “**Completing a Requisition**”.